# 

## Pastoral Achievement Leader

## REPORTS TO: **SLT member**

RESPONSIBLE FOR: **Deputy Pastoral Achievement Leader and Tutors in the Year team**

PAY SCALE : TLR 1a (Teaching) or PO5 (Support Staff - 36 h/p/w term time only)

**JOB DESCRIPTION**

## OVERALL PURPOSE OF THE JOB

* To raise standards of student attainment and achievement across the whole year cohort and to monitor and support student progress
* To be accountable for student progress and development across the year cohort
* To support the teaching practice of others by promoting insight into students’ needs and abilities
* To help ensure students’ access to an appropriately broad, balanced, relevant and differentiated curriculum, in accordance with the aims and priorities of the school and the curricular policies determined by the Governing Body and Headteacher
* To be responsible for promoting and safeguarding the welfare of students and young people
* To be accountable for leading, managing and developing the role of the tutor team
* To manage and maintain strong relationships between the Pastoral Team (PAL, DPAL, SSO and Form Tutors) and parents
* To lead year group Parents Evenings and initiate/manage other relevant information/support events for parents and students with appropriate staff in accordance with agreed protocols, utilising support to ensure maximum attendance
* To run appropriate targeted lunchtime activities/detentions, as required, to support students’ learning and welfare and as a sanction to uphold the school’s behaviour policy
* To ensure that lunchtimes and breaks run smoothly, that students are kept safe and that all duty rotas are properly monitored

## Strategic/ Planning Operational

* To implement all school policies, procedures and relevant practices, in particular those relating to Health & Safety of staff, students and visitors
* To promote awareness of data relating to students’ potential, prior attainment, abilities and needs among all members of the school community
* To provide day-to-day leadership and management of support for students’ personal organisation and learning by the tutor team
* To actively monitor and track student progress, devising strategies to address underachievement and setting individual targets for students
* To identify individuals and groups in danger of underachieving, and develop strategies to support them
* To work with colleagues to formulate aims, objectives and strategic plans for the year team which have coherence and relevance to the needs of students and the aims, objectives and strategic plans and priorities of the school
* To lead planning and delivery of year assemblies and year activities
* To have overall responsibility for the attendance and punctuality of the year group and to monitor the attendance and punctuality of tutors
* To monitor and promote student welfare and social development
* To oversee and manage the tutor team to ensure the work of the team fully reflects the school's ethos and aims
* To provide quality assurance in terms of the recording and reporting of the progress of students in the year cohort
* To liaise with parents and outside agencies as appropriate
* To support the organisation of relevant parents’ consultations

## Curriculum provision

* To liaise with relevant members of the SLT to ensure students have access to an appropriately differentiated and challenging curriculum that suits their needs and enables them to achieve

Curriculum development

* To ensure that awareness of the needs and abilities of the students in the year cohort informs the work of curriculum leaders and the school’s curriculum development
* To oversee the development and delivery of the pastoral curriculum and to ensure that tutor time is used effectively for this purpose and for students’ social, moral, cultural and spiritual development
* To actively monitor and respond to the impact of curriculum developments and initiatives upon student progress
* To help ensure that student voice informs the development and implementation of the school curriculum

Staffing development

* To be responsible for the efficient and effective deployment of the tutor team
* To undertake Annual Performance Development review of the DPAL or SSO as appropriate
* To promote team work and to motivate staff to ensure effective working relations within the tutor team

## Quality assurance

* To implement school quality procedures and to ensure adherence to those within the year team
* To establish and maintain the process of setting challenging targets for the team and to work towards their achievement
* To monitor and evaluate the student progress in line with agreed school procedures including evaluation against standards and performance criteria and actions from RAP meetings
* To ensure the year team’s quality assurance procedures meet the requirements of Self Evaluation and the School Progress Plan

Management Information

* To ensure the maintenance of accurate and up-to-date information concerning attendance, punctuality, attainment and behaviour
* To identify and take appropriate action on issues arising from data, systems and reports, setting

deadlines where necessary and reviewing progress on the action taken

Communications

* To ensure effective communication and consultation, as appropriate, with the parents of

students and all external agencies

* To represent the year team’s views and interests, as relevant

Management of resources

* To manage the available resources of space, staff, money and equipment efficiently.

Other pastoral

* To contribute to PSHE, citizenship, work related learning, the healthy schools agenda and enterprise education according to school policy
* To ensure the Behaviour Management system, including praise and sanctions, is implemented consistently in the year cohort so that effective learning can take place.

Additional duties

* To play a full part in the life of the school community, to support the aims and ethos of the school, and to encourage and ensure staff and student follow this example

Other specific duties

* To continue professional development
* To undertake Annual Performance Development review
* To undertake any other duties which lie within the postholder’s competence and contribute to the learning environment within the school

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to present themselves and to act in a professional manner at all times.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for an employee to who develops a disabling condition.

| **Person Specification**  (Method of assessment) |
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|  | **Criteria** | **Essential** | **Desirable** |
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| 1. | Qualified Teacher Status or high level youth work/counselling qualifications  (Application/Interview) | √ |  |
| 2. | Educated to a good academic level and have a high level of numeracy and literacy. Minimum C grade GCSE in Maths and English.  (Application/Interview/Test) | √ |  |
| 3. | Considerable experience of pastoral work with children and possessing relevant qualifications in children’s work.  (Application/Interview) | √ |  |
| 4. | Evidence of managing complex tasks including planning, co-ordinating, organising and implementing change.  (Application/Interview/Test) | √ |  |
| 5. | An understanding of current educational issues  (Application/Interview) | √ |  |
| 6. | Experience of SIMS and data analysis  (Application/Interview/Test) |  | √ |
| 7. | Strong behaviour management skills  (Application/Interview) | √ |  |
| 8. | Able to demonstrate a high degree of initiative, self-motivation and drive. Working to agreed deadlines with minimal supervision.  (Application/Interview/Test) | √ |  |
| 9. | High level of interpersonal, communication and presentational skills.  (Application/Interview/Test) | √ |  |
| 10. | Experience of managing /supervising staff.  (Application/Interview) |  | √ |
| 11. | Computer literate – MS Office etc.  (Application) | √ |  |
| 12. | Must have experience of working as part of a team .  (Application/Interview) | √ |  |
| 13. | Must be willing to work flexibly – according to the needs of the school.  (Application/Interview) | √ |  |
| 14 | Calm, decisive, unflustered and warm manner  (Application/Interview) | √ |  |